

Administrative Order



Administrative Order No.: 7-24

Title: Records Management Program

Ordered: 12/2/1986

Effective: 12/2/1986

AUTHORITY:

Section 4.02 of the Metropolitan Dade County Charter and Florida Statutes, Chapters 267 and 119.

POLICY:

Metropolitan Dade County is committed to a comprehensive records management program in order to ensure that public records are created, used, and disposed of in a manner that is economical, effective, and serves the goal of public accountability. The County's records management program shall be applicable to all agencies of the County.

A Records Management Steering Committee will initially guide the program and establish overall policy. Membership on the committee shall include an Assistant County Manager, the Chief Deputy Clerk of the Circuit Court, Director of the Office of Productivity Management, Director of the Office of Computer Services and Information Systems, Director of General Services Administration, and the Records Manager.

PROCEDURES AND RESPONSIBILITIES:

Records Inventories and Retention Schedules

Two of the principal tasks in the County's records management program are the compilation of an accurate inventory of County records and the establishment of record retention schedules. The latter shall be based on the administrative, fiscal, legal, and historical value of the records, and on State or Federal law. Each County agency shall designate a Records Management Liaison Officer who will be responsible for carrying out the above tasks on the departmental level. The Records

Manager shall prepare and maintain a records management instruction manual for use by the departmental liaison officers. The Records Manager will also be responsible for reviewing and submitting retention schedules to the State of Florida's Division of Archives, History, and Records Management.

Storage and Filing (including micrographics)

The Records Manager shall provide low cost records storage, technical expertise in management of records, and micrographics services. All requests for records management services or equipment must be reviewed and approved by the Records Manager.

Annual Audit

The Records Manager shall conduct an annual audit of County records management practices to ensure that records are protected, that applicable retention schedules have been followed, and that records are handled in a cost-effective way.

This Administrative Order is hereby submitted to the Board of County Commissioners of Dade County, Florida.

Sergio Pereira

County Manager